



Healthcare-Associated Infection Program Health Education Checklist (HEC)

The purpose of this checklist is for the Subcommittee to:

- have a standard and strategic process to create health education materials
- ensure that the health education material fits within the HAI Program's scope of work

Instructions: The HAI Subcommittee will use "Checklist 1: Project Initiation" before starting the health education project and "Checklist 2: Project Finalization" before sending the final product to the Advisory Committee. The goal is "getting to yes."

Checklist 1: Project Initiation	
1. Does the material meet <u>at least one</u> of the HAI Program Priorities? <ul style="list-style-type: none"> • <i>Infection control, or</i> • <i>Injection safety, or</i> • <i>Drug diversion, or</i> • <i>Pharmacy and compounding, or</i> • <i>Antimicrobial stewardship, use, and resistance, or</i> • <i>Healthcare worker vaccination</i> 	<input type="checkbox"/> Yes = 1 <input type="checkbox"/> No = 0
2. Does the material correspond with the outcomes section of the HAI Program's logic model? <ul style="list-style-type: none"> • <i>Increased stakeholders' knowledge of HAI activities, resources, and infection prevention best practices</i> • <i>Improved relationship between stakeholders (Increased new relationships w/ stakeholders, communication and cooperation), or</i> • <i>Improved understanding of HAI data, or</i> • <i>Control of HAI outbreaks in healthcare facilities, or</i> • <i>Improved HAI program processes and procedures, or</i> • <i>Increased stakeholders' awareness of HAI activities and resources</i> 	<input type="checkbox"/> Yes = 1 <input type="checkbox"/> No = 0
3. Does the material address <u>at least one</u> primary HAI-related issue identified in one of the three phases of the federal HAI Action Plan of Healthy People 2020? <ul style="list-style-type: none"> • <i>Phase 1: Acute-Care Hospitals or,</i> • <i>Phase 2: Ambulatory Surgical Centers, End-Stage Renal Disease Facilities, and Increasing Influenza Vaccination Among Health Care Personnel or,</i> • <i>Phase 3: Long-Term Care Facilities</i> (http://www.health.gov/hai/prevent_hai.asp#hai_plan) 	<input type="checkbox"/> Yes = 1 <input type="checkbox"/> No = 0
4. Did the subcommittee choose a format for the project? <ul style="list-style-type: none"> • <i>Consider a format suitable and usable for the target audience.</i> <i>Examples: toolkit, website, pamphlet, brochure, social media, etc.</i> 	<input type="checkbox"/> Yes = 1 <input type="checkbox"/> No = 0
5. Has a dissemination strategy been identified? <ul style="list-style-type: none"> • <i>Identify person(s) that will receive the materials and make the greatest impact with it (e.g. in-patient clinician, patient, head nurse), and</i> • <i>Identify the number of facilities, or</i> • <i>Identify # of materials that will be distributed (if applicable)</i> 	<input type="checkbox"/> Yes = 1 <input type="checkbox"/> No = 0

(continue on next page)

6. Do you have a primary measurement of success? <ul style="list-style-type: none"> <i>Success is defined broadly and can be molded to the purpose of the health education material. Success can be as small as distribution to X number of sites or can be as big as increased healthcare worker knowledge. Not all projects will need a robust evaluation plan.</i> 	<input type="checkbox"/> Yes = 1 <input type="checkbox"/> No = 0
PROJECT INITIATION SCORE Must score 6 in order to proceed with project. If less than 6, please re-evaluate project.	Total___/6

Checklist 2: Project Finalization	
1. Does the material use language that the primary audience would use? <ul style="list-style-type: none"> <i>Reading level has been checked with a Flesch/Flesch–Kincaid readability test and is appropriate, and</i> <i>Specialized or unfamiliar terms are explained or described (not just defined) the first time they are used or define uncommon terms in a glossary, and</i> <i>Acronyms and abbreviations must be spelled out and explained if unfamiliar to the audience</i> 	<input type="checkbox"/> Yes = 1 <input type="checkbox"/> No = 0
2. Does the material contain one focused message? <ul style="list-style-type: none"> <i>A message is the information we are trying to communicate to another person or group of people. If the material contains several messages that are not congruent with the focused message, and if there is no obvious focused message, answer no.</i> 	<input type="checkbox"/> Yes = 1 <input type="checkbox"/> No = 0
3. Does the material include one or more calls to action for the primary audience? <ul style="list-style-type: none"> <i>If the material includes a specific behavioral recommendation, a prompt to get more information, a request to share information with someone else, or a broad call for program or policy change, answer yes. If the call to action is for someone other than the primary audience, answer no.</i> 	<input type="checkbox"/> Yes = 1 <input type="checkbox"/> No = 0
4. Does the material use evidence-based information? <ul style="list-style-type: none"> <i>Material uses information from credible source backed by science and research, and</i> <i>Sources are cited, and</i> <i>Material has a resource bibliography</i> 	<input type="checkbox"/> Yes = 1 <input type="checkbox"/> No = 0
PROJECT FINALIZATION SCORE Must score 4 in order to release to HAI Advisory Committee. If less than 4, please revise project.	Total___/4

References & Resources

1. CDC Clear Communication Index - <http://www.cdc.gov/ccindex/tool/index.html>
2. CDC Clear Communication Index Score Sheet - <http://www.cdc.gov/ccindex/pdf/full-index-score-sheet.pdf>
3. Modified CDC Clear Communication Index Score Sheet - <http://www.cdc.gov/ccindex/pdf/modified-index-scoresheet.pdf>